



ADMINISTRATION AND
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE

1950 DEFENSE PENTAGON
WASHINGTON, DC 20301-1950

October 29, 2008

MEMORANDUM FOR COMMITTEE MANAGEMENT SECRETARIAT GENERAL SERVICES ADMINISTRATION

SUBJECT: Committee Charter Consultation – Defense Health Board Charter
Renewal

The Office of the Under Secretary of Defense for Personnel and Readiness has requested the charter for the Defense Health Board be renewed (Attached).

The Department of Defense, pursuant to the Federal Advisory Committee Act of 1972 (5 U.S.C., Appendix, as amended) and 41 CFR, § 102-3.60, has carefully reviewed the Under Secretary's request, and has determined that renewing this discretionary committee's charter is in the best interest of the Department of Defense and the American public.

The Department of Defense has further determined that this discretionary advisory committee is essential to DoD's mission, and that no other DoD or Executive Branch advisory committee can meet these needs. The Board, through its membership, continues to provide independent advice to the Secretary of Defense, through the Assistant Secretary of Defense for Health Affairs and the Under Secretary of Defense for Personnel and Readiness.

The Board's membership is determined by the Department of Defense. The Secretary of Defense, unless otherwise directed by statute, shall approve the appointment of all Board members and Subcommittee members, to include regular government employees, and no Board member or Subcommittee member shall serve more than four years on the Board. Board members and Subcommittee members appointed by the Secretary of Defense, who are not full-time or permanent part-time employees of the federal government, shall be appointed as experts and consultants under the authority of 5 U.S.C. § 3109. These Board members serving as Special Government Employees shall be appointed on an annual basis by the Secretary of Defense, and shall with the exception of travel and per diem for official travel, serve without compensation, unless otherwise authorized by statute or the Secretary of Defense.

The Secretary of Defense may appoint regular government officers or employees as Board members or Subcommittee members depending upon the individual's



qualification or position within the Department of Defense. Regular government employees, who serve on the Board due to their position within the Department of Defense, shall be exempt from annual renewal as long as the Secretary of Defense continues the ex officio status of that position of the Board.

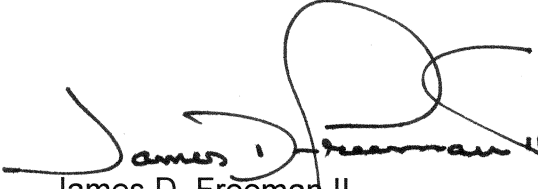
The Secretary of Defense, based upon the recommendations of the Under Secretary of Defense for Personnel and Readiness or designated representatives, shall appoint the President of the Board from the Board membership. The Under Secretary of Defense for Personnel and Readiness, prior to his recommendation, may consult the Board membership. No Board member shall serve more than two consecutive 2-year terms of service as Board President.

Regular government officers or employees who participates in the Department of Defense's decision making process for this Board are prohibited from serving as Board members or Subcommittee members.

The Board is authorized to establish subcommittees, and the Board, to include any subcommittees, will operate under the provisions of the Federal Advisory Committee Act of 1972, the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b, as amended), and 41 CFR, Parts 102-3 through 102-3.185.

Prior to submitting a Federal Register notice and subsequently filing the Board's charter with the Library of Congress and the appropriate congressional committees, the Department of Defense respectively requests that the Committee Management Secretariat review and approve the charter (attached). The charter has been reviewed and approved by the Office of the General Counsel for the Department of Defense.

If you should have any questions about this charter please contact me at 703-601-6128.



James D. Freeman II
Deputy Committee Management
Officer for the Department of Defense

2 Attachments
As stated

TAB 1



HEALTH AFFAIRS

OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE
WASHINGTON, DC 20301-1200

AUG 7 2008

MEMORANDUM FOR OFFICE OF COMMITTEE MANAGEMENT,
ADMINISTRATIVE SERVICES DIVISION, WASHINGTON
HEADQUARTERS SERVICES

SUBJECT: Defense Health Board Charter Renewal

The current charter for the Defense Health Board (DHB) requires renewal. The updated DHB charter is attached for your office for action.

A handwritten signature in black ink, reading "Ellen P. Embrey", is positioned above the typed name.

Ms. Ellen Embrey
Deputy Assistant Secretary of Defense
(Force Health Protection and Readiness)
DHB Designated Federal Officer

Attachments:
As stated

CHARTER
DEFENSE HEALTH BOARD

- A. Official Designation: The Committee shall be known as the Defense Health Board (hereafter referred to as the Board).
- B. Objectives and Scope of Activities: The Board, under the provisions of the Federal Advisory Committee Act of 1972, as amended, shall provide the Secretary of Defense, through the Assistant Secretary of Defense for Health Affairs and the Under Secretary of Defense for Personnel and Readiness, independent advice and recommendations on matters pertaining to operational programs, policy development, and research programs and requirements for the treatment and prevention of disease and injury, the promotion of health and the delivery of efficient, effective, and high quality health care services to Department of Defense beneficiaries. The Under Secretary of Defense for Personnel and Readiness or designated representatives, unless otherwise directed by statute, may act upon the Board's advice and recommendations.
- C. Board Membership: The Board shall be composed of not more than thirty members, who are eminent authorities in their respective disciplines related to clinical health care, disease and injury prevention, and health care delivery/administration. Board Members and Subcommittee Members appointed by the Secretary of Defense, who are not full-time Federal officers or employees, shall serve as Special Government Employees under the authority of 5 U.S.C. § 3109.

Board Members and Subcommittee Members, unless otherwise directed by statute, shall be appointed for two-year terms by the Secretary of Defense and reviewed on an annual basis. Board members shall serve no more than two consecutive 2-year terms. Board Members and Subcommittee Members, unless otherwise directed by statute or determined by the Secretary of Defense, shall, with the exception of travel and per diem for official travel, serve without compensation.

The President of the Board shall be appointed by the Secretary of Defense based on the recommendation of the Under Secretary of Defense for Personnel and Readiness or his designate upon consultation with the Board. The President shall serve in this capacity for a period of two years and may be appointed to a second term if eligible, but shall not exceed two successive terms. Members who participate in the Department of Defense's decision making process are ineligible to serve as President. Ex-officio or representative members shall be appointed by the Under Secretary of Defense for Personnel and Readiness or his designee.

- D. Board Meetings: The Board shall meet at the call of the Designated Federal Officer, in consultation with the Board President. The estimated number of Board Meetings is

six per year. The Board shall be authorized to establish Subcommittees, as necessary and consistent with its mission, and these subcommittees or working groups shall operate under the provisions of the Federal Advisory Committee Act of 1972, as amended and appropriate Federal Regulations.

Such Subcommittees or Working Groups shall not work independently of the chartered Board, and shall report their recommendations and advice to the Board for full deliberation and discussion. Subcommittees or Working Groups have no authority to make decisions on behalf of the chartered Board nor can they report directly to the Agency or any Federal officers or employees not Board Members until after the Board adopts their work.

- E. Duration and Termination of the Board: The need for this advisory function is on a continuing basis; however, it is subject to renewal every two years.
- F. Agency Support: The Department of Defense, through the Assistant Secretary of Defense for Health Affairs (Director, TRICARE Management Activity), shall provide administrative and support services as deemed necessary for the performance of the Board's functions, and shall ensure compliance with the requirements of 5 U.S.C. Appendix. Additional information and assistances, as required, may be obtained from other components of the Department of Defense.
- G. Termination Date: The Board shall terminate upon completion of its mission or two years from the date this charter is filed, whichever is sooner, unless extended by the Secretary of Defense.
- H. Operating Costs: It is estimated that the annual operating costs, to include staff salaries, travel costs, consultant fees, and meeting and contract support, is approximately \$2.8 million. The estimated annual personnel costs to the Department of Defense are 6.0 full-time equivalents (FTEs).
- I. Recordkeeping: The records of the Board and its Subcommittees shall be handled according to Section 2, General Records Schedule 26 and appropriate DoD policies and procedures. These records shall be available for public inspection and copying, subject to the Freedom of Information Act of 1966 (U.S.C § 552, as amended).
- J. Charter Filed:

TAB 2

CHARTER DEFENSE HEALTH BOARD

- A. Official Designation: The Committee shall be known as the Defense Health Board (hereafter referred to as the Board).
- B. Objectives and Scope of Activities: The Board, under the provisions of the Federal Advisory Committee Act of 1972 (5 U.S.C., Appendix, as amended), shall provide the Secretary of Defense, through the Assistant Secretary of Defense for Health Affairs and the Under Secretary of Defense for Personnel and Readiness, independent advice and recommendations on matters pertaining to operational programs, policy development, and research programs and requirements for the treatment and prevention of disease and injury, the promotion of health and the delivery of efficient, effective, and high quality health care services to Department of Defense beneficiaries.

The Under Secretary of Defense for Personnel and Readiness or designated representatives, unless otherwise directed by statute, may act upon the Board's advice and recommendations. Designated representatives shall be determined according to DoD policy.

- C. Board Membership: The Board shall be composed of not more than thirty members, who are eminent authorities within their respective disciplines related to clinical health care, disease and injury prevention, and health care delivery and administration. The Secretary of Defense, unless otherwise directed by statute, shall approve the appointment of all Board Members and Subcommittee Members, to include regular government employees.

Board Members and Subcommittee Members, who are not full-time or permanent part-time federal officers or employees, shall be appointed as experts and consultants under the authority of 5 U.S.C. § 3109, and serve as special government employees.

The appointment of Board Members and Subcommittee Members, unless otherwise directed by statute, shall be reviewed on an annual basis by the Secretary of Defense, and no Board Member or Subcommittee Member shall serve more than four years on the Board. Board Members and Subcommittee Members, unless otherwise directed by statute or as determined by the Secretary of Defense, shall, with the exception of travel and per diem for official travel, serve without compensation.

The Secretary of Defense may appoint regular government officers or employees as Board Members or Subcommittee Members depending upon the individual's qualification or position within the Department of Defense. Regular government employees, who serve on the Board due to their position within the Department of Defense, shall be exempt from annual renewal as long as the Secretary of Defense continues the ex officio status of that position on the Board.

The Secretary of Defense, based upon the recommendations of the Under Secretary of Defense for Personnel and Readiness or designated representatives, shall appoint the President of the Board from the Board membership. The Under Secretary of Defense for Personnel and Readiness, prior to his recommendation, may consult the Board membership. No Board Member shall serve more than two consecutive 2-year terms of service as Board President.

Regular government officers or employees who participate in the Department of Defense's decision making process for this Board are prohibited from serving as Board Members or Subcommittee Members.

- D. Board Meetings: The Board shall meet at the call of the Designated Federal Officer, in consultation with the Board President. The estimated number of Board meetings is six per year.

The Designated Federal Officer shall be a full-time or permanent part-time DoD employee, and shall be appointed according to established DoD policies and procedures. The Designated Federal Officer and/or Alternate Designated Federal Officer shall attend all Board and subcommittee meetings.

The Board shall be authorized to establish Subcommittees, as necessary and consistent with its mission, and these subcommittees or working groups shall operate under the provisions of the Federal Advisory Committee Act, the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b, as amended), and other appropriate federal regulations.

Such Subcommittees or Working Groups shall not work independently of the chartered Board, and shall report their recommendations and advice to the Board for full deliberation and discussion. Subcommittees or Working Groups have no authority to make decisions on behalf of the chartered Board nor can they report directly to the Agency or any federal officers or employees who are not Board Members until the Board has deliberated the Subcommittee's or Working Group's recommendations and advice under the open-meeting provisions of the 5 U.S.C., Appendix and 5 U.S.C. § 552b.

- E. Duration and Termination of the Board: The need for this advisory function is on a continuing basis; however, it is subject to renewal every two years.
- F. Agency Support: The Department of Defense, through the Assistant Secretary of Defense for Health Affairs (Director, TRICARE Management Activity), shall provide support as deemed necessary for the performance of the Board's functions, and shall ensure compliance with the requirements of 5 U.S.C., Appendix. Additional information and assistance, as required, may be obtained from other DoD Components.
- G. Operating Costs: It is estimated that the annual operating costs, to include travel costs, consultant fees, and contract support, are \$2,800,000.00. The estimated annual personnel costs to the Department of Defense are 6.0 full-time equivalents (FTEs).
- H. Recordkeeping: The records of the Board and its subcommittees shall be handled according to section 2, General Records Schedule 26 and appropriate DoD policies and procedures. These records shall be available for public inspection and copying subject to the Freedom of Information Act of 1966 (5 U.S.C. § 552, as amended).
- I. Charter Filed: